

18 January 1956

MEMORANDUM FOR: Office of Chief
Chief, Accounting Branch
Chief, Claims Branch
Chief, Travel Branch
Chief, Payroll Branch
Chief, Fiscal Processing Branch

(Please circulate within Branch)

FROM : Chief, Fiscal Division

SUBJECT : Filing and Maintenance of NSC Records

1. There has been received a memorandum dated the 13th of January 1956 on the above subject from the Comptroller as follows:

"1. Effective 1 February 1956, all records pertaining to the National Security Council shall be maintained separate and apart from records of the Central Intelligence Agency.

2. The Fiscal Division Records Control Schedule covering fiscal and accounting records for CIA and NSC will be used to determine the method of filing, retirement, and destruction of National Security Council records."

2. Plans should be made in each branch to comply with the above effective 1st of February 1956.

3. It is understood that bureau voucher numbers are assigned regardless of whether they be Agency or NSC vouchers within one series of numbers and that such vouchers are scheduled to disbursing office on Form No. 1166, Voucher and Schedule of Payments, also within the same series of numbers but that those used to effect payment of NSC vouchers have the number prefixed with "NSC".

4. Effective 1st of February, to comply with the Comptroller's instruction above, bureau voucher numbers and numbers assigned From No. 1166 should be assigned under a new series of numbers for each beginning with "1" prefixed with "NSC". Other necessary inaugurations to comply with the intent of the Comptroller should be instituted.

5. Please bring to the attention of this office any questions you may have.

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